

## **Executive Committee Meeting**

Tuesday, September 24, 2024 - 7:30 a.m. to 8:30 a.m. Join Teams Meeting

## **AGENDA/MINUTES**

Agenda Item	Person Responsible	Status
I. Call to Order II. Approve 9/24/24 Agenda III. Approve 7/23/24 Minutes	Stacy Sime	I/D I/D/A I/D/A

- Stacy Sime called the meeting to order at 7:38 am.
- In attendance: Stacy Sime and Amy Landas. Staff attendance: Eric Kress. Guest attendance: Tony Reed of Central Iowa Juvenile Detention Center.
- Stacy Sime motioned to approve the 9/24/24 agenda and 7/23/24 minutes. Amy Landas seconded. Motion passed.

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Repor	ts			
1.	State C	Compliance	Frie Kross	
	a.	Local Plan Approval Letter	Eric Kress	
	b.	MOU and IFA Status Update		
	C.	Negotiations of Title I Performance Goals		
II.	Admin	istration and Chief Elected Update	All	
	a.	Chief Lead Elected Official	All	
	b.	Shared Liability Agreement		
III.	II. Continuous Improvement Updates			
	a.	Accountability Charts	Frie Kross	
	b.	Rebekah Brandmeyer introduction	Eric Kress	
	C.	Economic Impact Study Ad Hoc Committee		
	d.	Communications Assessment Implementation		
		i. Website Transition		

- The Central Iowa Local Plan for PY24-27 approval letter from Iowa Workforce Development was referenced.
- The Central Iowa Memorandum of Understanding and Infrastructure Funding Agreement for the IowaWORKS Des Moines office is nearly complete, just one partner signature remains.
- The WIOA Title I Central lowa Negotiated Performance Metrics for PY24 and PY25 were shared.
- Steve Van Oort's term as Polk County Supervisor will end December 31, 2024. A successor to serve as the Chief Lead Elected Official for the Central Iowa Workforce Area needs to be identified.
- Belin McCormick Law Firm is drafting an updated Shared Liability Agreement for the Central Iowa Workforce Area.
- Exploration of a partnership with the Mid Iowa Planning Alliance (MIPA) for administration of the WIOA grant is underway.
- Eric Kress shared accountability charts for staff and consultant resources, as well as board subcommittees. Rebekah Brandmeyer has been contracted to assist in project management, focusing on compliance and continuous improvement. Her initial priorities include convening the ad hoc committee



to leverage the results of the Economic Impact study and carry forward the strategic communications assessment. She is also facilitating exploration of partnership with MIPA.

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	Action				
	1. Accept One Stop Operator Performance Appraisal for PY24	Stacy Simo			
	Discussion	Stacy Sime			
	1. Scorecard Review/Revision	Eric Kress			
	2. Executive Director Appraisal Process				
	Next Board Meeting Preparation	Stacy Sime/Tony Reed			
	1. Incumbent Worker Policy	Eric Kress			
	2 Legacy (TTW) Budget	ELIC KLESS			

- Legacy (TTW) Budget
   Disability Navigator Proposal
- No action was taken on the One Stop Operator Performance Appraisal. It will go to the Planning and Operations Committee October meeting instead.
- Eric Kress shared a draft of a revised board scorecard. Feedback was gathered.
- Tony Reed will send out the Executive Director performance appraisal to all board members and provide results to the Executive Committee by the October 29 meeting. No changes to the appraisal format were recommended. The goal for 2025 will be to get the appraisal process completed in May, so any wage increases can be incorporated at the start of the budget year.
- Eric foreshadowed upcoming action items for the next full board meeting in November; including establishing Incumbent Worker Program policy, approving the annual Legacy fund budget, and reviewing a proposal for a Title I Disability Navigator, which would be funded from the Legacy budget.

Wrap Up and Adjourn	Stacy Sime	I/D/A
The meeting adjourned at 8:33 am.		